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UNITED STATES DEPARTMENT OF AGRICULTURE
Office of Information
Washington

April 28, 1944

OFFICE OF INFORMATION MEMORANDUM NO. 49, REVISED

Approval of Personnel Actions Involving Appointments or Position
Allocations in Information Units of the Department's Agencies

Pursuant to the provisions of Part VI of Secretary's Memorandum No. 1054, dated December 10, 1942, and pertinent amendments, Administrations, Bureaus and Offices of the Department shall submit to the Director of Information for approval prior to appointment or submission to the Office of Personnel, personnel actions in the departmental service (a) involving appointments to information positions with base pay of \$4,600 or more; and (b) involving establishment of new positions at base pay of \$3,200 or more. In cases where major reorganizations, that is, reorganizations involving two or more sections in a bureau division of information are involved, charts showing present and proposed organizations shall accompany the job descriptions.

It will be noted that this memorandum is not applicable to field positions.

Keith Himebaugh
Keith Himebaugh
Director of Information



